

<b>INVITATION FOR BID</b>	If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.
<b>FILE NO. 7184</b>	
<b>COMMODITY: SALE OF A 1998 FORD GOSHEN E350, 13 PASSENGER MINIBUS FOR DHSP</b>	
<b>NAME OF BIDDER:</b>	
<b>BIDDER'S FED. ID.:</b>	

TO: Amy L. Witts, Purchasing Agent PH: (617)349-4310 FX: (617)349-4008  
795 Massachusetts Avenue, Room 303  
Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **THURSDAY, MARCH 17, 2016** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on **THURSDAY, MARCH 31, 2016**. The Invitation for Bid may be downloaded from the City's web site, [www.cambridgema.gov](http://www.cambridgema.gov), Online Services, Purchasing Bid List, Invitation for Bid, File Number 7184.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

The envelope containing the bid must be labeled: "This envelope contains a bid for **SALE OF A 1998 FORD GOSHEN E350, 13 PASSANGER MINIBUS FOR DEPARTMENT OF HUMAN SERVCIES PROGRAMS** opened at 11:00 A.M. on **THURSDAY, MARCH 31, 2016**. The bid and all documents submitted with it are public records. Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated.

See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

This bid includes addenda numbered: \_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**TITLE OF SIGNATORY** \_\_\_\_\_

**ADDRESS OF BIDDER** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

Please check one of the following and insert the requested information:

( ) Corporation, incorporated in the State of: \_\_\_\_\_

( ) Partnership: Names of partners: \_\_\_\_\_

( ) Individual: \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS**

<b>LAWS:</b>	All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
<b>EQUAL OPPORTUNITY:</b>	The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religion, national origin, age or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
<b>TAXES:</b>	Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
<b>QUANTITIES:</b>	Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
<b>BID PRICES:</b>	Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
<b>DELIVERY AND PACKAGING:</b>	Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be <b>"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.</b> Rejected material will be returned to the vendor at the vendor's expense.
<b>MODIFICATION OF BIDS:</b>	Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
<b>REJECTION OF BIDS:</b>	The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
<b>AWARD OF CONTRACT:</b>	Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.
<b>INDEMNITY:</b>	Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
<b>TERMINATION OF CONTRACT:</b>	Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.
<b>ASSIGNABILITY:</b>	The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.
<b>MATERIAL SAFETY DATA SHEETS:</b> Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.	

NAME OF BIDDER: \_\_\_\_\_

**Sale of a 1998 Ford Goshen E350, Minibus for the Department of Human Services Programs**

To: City Hall

Office of the Purchasing Agent, Amy L. Witts

795 Massachusetts Ave

City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to purchase one used vehicle from the City in accordance with the following terms.

This vehicle is located at 99 Sherman St., (Cambridge, MA) & may be inspected Monday through Friday, 7:00AM – 3:00PM. Please contact **Keith Fay** via email: [kfay@cambridgema.gov](mailto:kfay@cambridgema.gov) to make an appointment.

All bids must be submitted to the Office of the Purchasing Agent no later than Thursday, March 31, 2016 by 11:00 AM. Bids maybe mailed or delivered to the Office of the Purchasing Agent. All bids must be in a sealed envelope marked- **“Sale of a 1998 Ford Goshen E350, Minibus for the Department of Human Services Programs”**. An award will be made to the highest bidder for the vehicle.

Upon notification of award, the successful bidder must forward a **certified check** (issued by a bank) within ten days to the **Purchasing Department** (795 Mass Ave., Cambridge MA, 02139) made payable to the City of Cambridge for the amount of the award. At the time the Purchasing Department receives the certified check the successful bidder will receive a written release and the Department of Human Services Programs will be notified that the vehicle can be released to the bidder.

The successful bidder must finalize the purchase and remove the vehicle at its own expense within ten working days from the date of the notice of award, excluding Saturdays, Sundays and Holidays.

The Department of Human Services Programs will release the vehicle & title to the bidder.

**Continued of following page.**

NAME OF BIDDER: \_\_\_\_\_

**Price Proposal**

The equipment is being sold “as is” without express warranties and with no implied warranties of merchantability. All prices are to remain firm.

**Vehicle Specs (PLEASE SEE PICTURES ATTACHED)**

1998, Ford Goshen E350, Minibus

Color white & green

13 Passenger minibus (12 fixed, 1 folding seat)

10 cylinder gas engine

Automatic transmission

Manual passenger door

Wheelchair Lift

V.I.N. 1GCDM19X628154389

Mileage: approximately 83,943

**Bid Price:** \_\_\_\_\_

**Amount in words:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Please fill out the following information:**

Name of Bidder: \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

File No. 7184 – Sale of a 1998 Ford Goshen E350, 13 Passenger Minibus for the Department of Human Services Programs - All bids must be received no later than Thursday, March 31, 2016 by 11:00 AM



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